

CITY OF CORVALLIS
COUNCIL POLICY MANUAL

POLICY AREA 3 - PERSONNEL AND ADMINISTRATIVE MATTERS

CP 91-3.04 **Separation Policy**

Adopted October 7, 1985

Revised August 15, 1988
Affirmed October 7, 1991
Revised May 1, 1995
Revised October 20, 1997
Revised November 1, 1999
Affirmed March 5, 2001
Revised November 17, 2003
Affirmed November 7, 2005
Revised November 5, 2007
Revised October 19, 2009
Revised November 21, 2011

3.04.010 **Purpose**

This policy provides guidelines for separation assistance to regular exempt employees for non-discharge termination of employment.

3.04.020 **Mission**

To recognize the value of employees to the organization and to protect their personal and financial well-being through policies designed to provide appropriate separation assistance, within the City's ability to pay, to regular exempt employees facing involuntary, non-discharge termination of employment.

3.04.030 **Goals**

3.04.031 Ensure equitable and consistent application to eligible individuals.

3.04.032 Ensure balance between support for the individual in transition and the interests of the City.

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- 3.04.033 Ensure compliance with state and federal laws, including the Worker Adjustment and Retraining Notification Act (WARN), whenever they are applicable.
- 3.04.034 Ensure the delivery of high quality City services at a level desired by citizens.
- 3.04.035 Attract and retain highly qualified employees.
- 3.04.036 Provide the City Council the flexibility necessary to meet organizational goals.
- 3.04.040 Policy
- When a termination of employment other than discharge for cause has been initiated by the City, separation assistance should be made available to the employee to help during the transition to other employment and to minimize the City's financial liability.
- 3.04.050 Eligibility
- 3.04.051 All non-probationary City of Corvallis managers, supervisors, and exempt regular employees are eligible for separation assistance, subject to the conditions and requirements contained in this policy.
- 3.04.052 The subject of separation assistance for nonexempt regular employee groups is addressed in their respective labor agreements or other written agreement between the bargaining unit and the City. The subject of separation assistance for Council appointees is addressed in their respective employment agreements. The guidelines below shall govern separation assistance for exempt, non-represented and non-appointed employees.
- 3.04.053 Probationary, temporary and casual employees are not subject to this policy nor entitled to separation assistance.
- 3.04.060 Guidelines
- 3.04.061 Separation assistance is at the discretion of the City. Assistance may take the form of advance notice, outplacement services, and/or separation compensation.
- 3.04.062 Advance notification of termination is the preferred means of assistance, but separation compensation is an alternative that can be utilized in whole or in part in lieu of advance notice if appropriate or if advance notice is not practicable.

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- 3.04.063 The City Manager is responsible for managing separation provisions for eligible employees.
- 3.04.064 Formal, written separation agreements shall be utilized. Agreements shall specify the type and extent of assistance to be given the employee as well as define the responsibilities and expectations of the employee and the City. These agreements will be reviewed by the City Attorney.
- 3.04.065 The City shall endeavor to provide as much advance notice as practical in the event that an employee is to be separated from City employment. An employee who is separated within his/her first six months of regular, non-probationary employment shall be entitled to notice 30 calendar days prior to any separation. The employee shall be eligible for more notice, depending upon her/his length of tenure with the City. For each year of service following her/his first six months of employment, the employee shall be afforded an additional two calendar weeks of advance notice prior to any separation, up to a maximum period of notice totaling 16 calendar weeks. The City may grant additional notice at its discretion.
- 3.04.066 During the period of advance notice, the employee shall be responsible for fulfilling all job responsibilities in a manner consistent with department standards. In the event that the employee does not perform his/her duties satisfactorily after notice is given, then the period of advance notice may be shortened or eliminated.
- 3.04.067 In situations where the full amount of advance notice is not practical, or where it is in the best interest of the City to provide other assistance, separation compensation may be used in lieu of all or part of the advance notice provision. Separation compensation, if applicable, shall be calculated in accordance with the following schedule with one week of compensation in lieu of two weeks of notice up to the following maximums:

Amount of Separation Compensation
(Compensation = salary + insurance coverage)

<u>Length of Continuous Employment</u>	<u>Assistant City Manager Department Directors</u>	<u>Managers Supervisors and Exempt Employees</u>
0-1 year	None	None
1 year and up	1 week per year; maximum of eight weeks pay and two months health	2-1/2 days per year; maximum of four weeks pay and one month health

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3.04.068 Subject to the approval of the City Manager and the employee's supervisor, the employee may receive a portion of any separation compensation in the form of outplacement services. Outplacement services may consist of career counseling, resume writing assistance, other job search tools or assistance, or any other service which assists the employee in achieving productive employment. At the option of the City and where such services are without direct cost to the City, such services may also be offered in addition to the above separation compensation where it would benefit the City to do so.

3.04.070 Review of Separation Assistance and Compensation

The City Manager shall have the final decision on the types and amounts of separation assistance that shall be offered within the limitations set by this policy and by budget authority. Separation compensation shall only be utilized by the City Manager after Executive Session review by the City Council.

3.04.080 Review and Update

The Separation Policy shall be reviewed at least every two years in October by the City Manager for recommendation to the Council on appropriate revisions.